



FINAL SETTLEMENT FORM

QF/DIN/101
Rev.: 00
Date :01/08/2011

Sheet :1 of 2

(To be completed before relieving)

Name	Keshavan.A	Designation:	Firmware Design Engineer
Employee code:	87208145	Department:	EVSRG - APERU - RD - DIM
Location	Bangalore	Level :	A6
		Date of Joining:	07/02/2022
		Last working day:	09/11/2023
Forwarding address :	#31, Sai Nivas, 2nd B Cross, Dharmanna Garden, Dinnur, R.T. Nagar, Bangalore-560032	Address of next Employer/Occupation: (Optional)	
Telephone No :	9036594701	Telephone No :	
Email id:	Keshavan.ananthan@gmail.com	Email id:	


BUSINESS UNIT	
1	Responsibilities/duties handed over
2	Final date of Relieving (last working day)
3	Laptop and other assets handed over
4	All official documents handed over
5	Email forward request (if yes mention Email id)
Approved by: Immediate Supervisor:	
Dept. Head:	
INFRASTRUCTURE	
1	Handover of Access card/Data Card and keys of storage space provided
Approved by: Administration Head:	
ACCOUNTS	
1	Settlement of all advances (Travel/Imprest)
2	Submission of all expense vouchers due
3	Security Deposits / EMD
4	Vendor Advances
5	Fixed Assets
Approved by: Accounts Head:	
LEGAL	
1	Settlement of Security Deposit in case of Lease Accommodation
2	NOC from Landlord
Approved by: Legal/Finance Head:	



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IT	
1	Deletion of Email / Home Folder Data / Global ID
2	SAP /CRM Account Deactivation
3	Email routing.
Approved by: IT Head: 	
Refer Business Unit approval on the same	
HUMAN RESOURCE	
1	Acceptance of Resignation
2	Payment of Final Settlement Amount
4	Total Number of Days worked in current month
5	Leave Status
Approved by: HR Head:	

ALL DUES OF THE EMPLOYEE HAVE BEEN SETTLED AS ON _____ AND
HE/SHE HAS DULY RECEIVED HIS/HER RELIEVING LETTER.

HR Head Signature: _____

Employee Signature: _____

Note: Kindly enclose all actual tax saving documents for the current financial year otherwise the full and final settlement will be made after deduction of full TDS.